

**Real Property**

# **Utilization of Real Property**

**Headquarters  
Department of the Army  
Washington, DC  
15 September 1993**

**Unclassified**

# ***SUMMARY of CHANGE***

AR 405-70

Utilization of Real Property

This revision--

- o Assigns responsibility to the Commander, U.S. Army Corps of Engineers (USACE) to prepare a consolidated Work Space Management Plan for HQDA and to act as lead organization for GSA surveys at Army installations (para 1-6).
- o Directs overseas MACOM commanders to abide by applicable treaties and status of forces agreements (para 1-8).
- o Establishes the U.S. Property and Fiscal Officer (USPFO) as the accountable office for all Army property that has been licensed to a state for use by the National Guard (para 1-14).
- o Requires the reduction or alteration of facilities with high or above average operating costs (para 2-2).
- o Requires new facilities to be designed for low and efficient operating and maintenance costs (para 2-2).
- o Authorizes the rental and leasing of off-post facilities only if the installation commander certifies that all on-post facilities are fully in use, and the installation RPMP identifies the need for the facility, or mission requirements dictate the use of off-post facilities (para 2-2).
- o Requires that the Army Criteria Tracking System (ACTS) be the reference for space allowances not stated in the regulation (para 2-2).
- o Prohibits the exclusive use of facilities unless fully justified by current requirements and existing criteria (para 2-2).
- o Prohibits the retention of temporary facilities (to include those constructed during World War II) solely to support validated contingency or mobilization needs (para 2-2).
- o Allows real property required to support peacetime, contingency, or mobilization missions to be outgranted for interim use if it is underutilized (para 2-2).
- o Changes the reference for management of government work space from Executive Order (EO) 11954, which was superseded, to EO 12411 (para 3-2).
- o Establishes revised sources for space planning criteria (para 3-3).
- o Requires that new construction (Military Construction, Army (MCA) or Military Construction, Army Reserve (MCAR) programs) be justified in the RPMP, and that requests comply with AR 415-15 and AR 140-478, respectively (para 3-4).
- o Institutes the use of the Work Space Management Plan to achieve an average adjusted office utilization rate of 135 net square feet (or less) (para 3-5).

- o Standardizes criteria for converting or diverting facilities or space from their authorized purpose to resolve facility shortfalls (para 3-6).
- o Clarifies policies for the conduct and support of GSA and DA installation surveys, the processing of survey reports, and the rebuttal of survey report recommendations (chap 4).
- o Modifies policies relating to the Installation Commander's Annual Real Property Utilization Survey (ICARPUS) (para 4-4).
- o Defines administrative space requirements as the sum of required office space, storage area, and special space (para 5-2).
- o Prescribes criteria for the assignment of specific space to individuals and equipment within an organization (para 5-3).

Effective 15 October 1993

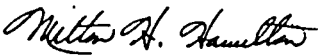
Real Property

Utilization of Real Property

By Order of the Secretary of the Army:

GORDON R. SULLIVAN  
General, United States Army  
Chief of Staff

Official:



MILTON H. HAMILTON  
Administrative Assistant to the  
Secretary of the Army

**History.** This issue publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

**Summary.** This regulation establishes planning and management procedures to ensure efficient use of Army real property. It covers preparing and maintaining annual reports for the use of land, facilities, and space, and it prescribes periodic installation surveys. It

also describes changes to criteria for administrative workspace.

**Applicability.** This regulation applies to the Active Army, the Army National Guard (ARNG), and the U. S. Army Reserve (USAR).

**Proponent and exception authority.** The proponent for this regulation is the Chief of Engineers (COE). The COE has authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The COE may delegate this authority in writing to a commander of a field operating agency under his supervision or to a division chief within the proponent agency who holds the grade of colonel or the civilian equivalent.

**Army management control process.** This regulation is subject to the requirements of AR 11–2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are being developed and will be published at a later date.

**Supplementation.** Supplementation of this regulation and establishment of command

and local forms are prohibited without prior approval by HQDA (DAEN–ZCI–P), WASH DC 20310–2600.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on the expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** The proponent agency of this regulation is the Office, Chief of Engineers. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAEN–ZCI–P), WASH DC 20310–2600.

**Distribution.** Distribution of this publication is made in accordance with the requirements on DA Form 12–09–E, block number 3457, intended for command levels C, D, and E for Active Army, ARNG, and USAR.

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\* This regulation supersedes AR 405–70, dated 23 February 1977.

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## Chapter 1 Introduction

### Section I General

#### 1-1. Purpose

This regulation prescribes the Army's policies, criteria, responsibilities and procedures for the use of real property. It identifies rules for the use and survey of real property under the control of the Department of the Army (DA), and establishes integration with the Army's real property master planning process. It does not include—

- a. Real property directly associated with United States Army Corps of Engineers (USACE) Civil Works projects.
- b. Real property purchased with Nonappropriated Funds (NAF) and not reflected on installation property books as Appropriated Fund (APF) property.
- c. Non-federal real property at state-owned facilities.

#### 1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

#### 1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are defined in the glossary.

#### 1-4. The Assistant Secretary of the Army (Installations, Logistics and Environment)

The Assistant Secretary of the Army (Installations, Logistics and Environment) (ASA(IL&E)) will provide oversight of the use and survey of Army real property, and will—

- a. Formulate, execute, and review related policies, plans, and programs.
- b. Establish program objectives.
- c. Appraise performance.
- d. Review the Administrative Space Utilization Report provided by the COE and forward the consolidated GSA Form 3530 to the Assistant Secretary of Defense (Production and Logistics) by 1 October each year.

#### 1-5. The Chief of Engineers

The Chief of Engineers (COE), as staff proponent for policies and procedures for the use of real property (including land, facilities, and space), will—

- a. Develop criteria for the effective use of real property at military installations.
- b. Make staff visits to installations to assess real property use.
- c. Furnish technical assistance and guidance to commanders of major Army commands (MACOMs) on real property use.
- d. Recommend efficient use of existing real property holdings.
- e. Define Army-wide reporting of real property utilization.
- f. Provide guidance for the conversion and diversion of Army real property.
- g. Maintain the Army Criteria Tracking System (ACTS) and ensure that it is current.
- h. Review the Administrative Space Utilization Report provided by the Commander, USACE and forward the consolidated GSA Form 3530 (Work Space Management Plan and Budget Justification) to the ASA(IL&E) by 1 September each year.

#### 1-6. The Commander, U.S. Army Corps of Engineers

The Commander, U.S. Army Corps of Engineers (USACE) will—

- a. Participate in HQDA staff visits to assess real property use.
- b. Prepare a consolidated GSA Form 3530 for HQDA.
- c. Act as lead organization for GSA surveys at Army installations. These surveys will be conducted per guidance in chapter 4.
- d. Receive the Administrative Space Utilization Report from the commanders of MACOM and Chief, National Guard Bureau (CNGB). Prepare a consolidated GSA Form 3530 and submit it

annually, by 1 August, to Headquarters, Department of the Army (HQDA) (DAEN-ZCI-P), Washington, DC 20310-2600.

#### 1-7. Commanders of major Army commands within the United States and the Chief, National Guard Bureau

These commanders and the CNGB will—

- a. Ensure efficient use of all active and Army Reserve controlled land, facilities, and space under their control.
- b. Cooperate fully with General Services Administration (GSA) and Headquarters, Department of the Army (HQDA) in completing surveys (See app C for format) according to part 101-17, title 41, Code of Federal Regulations (CFR), also referred to respectively as the Federal Property Management Regulation (FPMR) Temporary Regulation D-75 and D-76.
- c. Furnish technical assistance and guidance to installations and activities on real property use.
- d. Make staff visits to installations, as necessary, to assess real property use.
- e. Receive the installation Administrative Space Utilization Report and submit a consolidated GSA Form 3530 to the Commander, U.S. Army Corps of Engineers, ATTN: CERE-RP, 20 Massachusetts Avenue., NW, Washington, DC 20314-1000 by 1 July each year.

#### 1-8. Commanders of major Army commands with installations in foreign countries

These commanders will, for those installations—

- a. Ensure efficient use of all land, facilities, and space under their control.
- b. Assure compliance and execution by subordinate commanders of responsibilities assigned in paragraph 1-11 below.
- c. Abide by applicable treaties and status of forces agreements.

#### 1-9. The Commander, United States Army Reserve Command

The Commander, United States Army Reserve Command (USARC) will—

- a. Support responsible active component facility engineer organizations to ensure efficient use of all land, facilities, and space under USARC control and compliance and execution by subordinate commanders of responsibilities assigned in paragraph 1-12 below.
- b. Cooperate fully with GSA and HQDA in completing surveys (app C for format) according to 41 CFR 101-17.
- c. Receive the Administrative Space Utilization Report and submit a consolidated GSA Form 3530 to the Commander, U.S. Army Corps of Engineers, ATTN: CERE-RP, 20 Massachusetts Avenue., NW, Washington, DC 20314-1000 by 1 July each year.

#### 1-10. The State Adjutants General

The State Adjutants General, in instances where accountability for Army real property has been transferred to the United States Property and Fiscal Officer (USPFO), will—

- a. Ensure the efficient use of all Federal land, facilities, and space under their control.
- b. Ensure that the transfer of accountability to or from the USPFO is accomplished.
- c. Submit an annual Administrative Space Utilization Report to the CNGB by June 1 each year. (This report is described in para 3-5.)

#### 1-11. Commanders of active component installations and communities

These commanders, through the applicable facility engineering organization, will—

- a. Assign active and Army Reserve controlled land, facilities, and space for which they have real property accountability according to applicable approved criteria and the Real Property Master Plan (RPMP).
- b. Account for and ensure the efficient and effective use of all lands, facilities and space under their control.

c. Maintain accurate and current real property inventory, and use data and ensure that this data is integrated into the RPMP.

d. Prepare and submit required real property use reports, including justification for retention of property that is underutilized, not utilized, or not put to optimum economic and spatial use.

e. Ensure efficient use of real property assigned to tenant activities, other Department of Defense (DOD) users and the State National Guard.

f. Conduct real property use surveys according to paragraphs 2-1, 4-1, and 4-4.

g. Cooperate with the GSA and HQDA in completing surveys according to 41 CFR 101-17 and paragraph 4-1 below.

h. Follow AR 5-3 (para 4-21 f) in assigning responsibility for space management and utilization.

i. Use and occupy barracks and family housing real property according to AR 210-50 (chaps 3, 4, and 5).

j. Document, coordinate and submit for approval all required conversion and diversion requests according to paragraph 3-6.

k. Allocate space among units and activities consistent with the requirements identified in the RPMP.

l. Document facility requirements through installation and community planning boards according to AR 210-20.

m. Minimize rental costs and number of facilities rented through the execution of the real property master planning process coupled with sound space utilization and management.

n. Consistent with the approved RPMP and established space utilization and management principles, as measured against other facilities within the same facility category group (FCG), reduce the number of facilities with higher or above-average operating and maintenance costs and increase the use of any available facilities with low or efficient operating and maintenance costs.

o. Submit an annual Administrative Space Utilization Report to the MACOM by 1 June each year. (This report is described in para 3-5.)

#### **1-12. Commanders of U.S. Army Reserve installations and all unit commanders, program executive officers, and heads of assigned and tenant activities**

Commanders of U.S. Army Reserve (USAR) installations and all unit commanders, program executive officers (PEOs), and heads of assigned and tenant activities will—

a. Request approval for use of real property from the responsible active component installation and community commander or designated representative.

b. Manage assigned space to ensure its efficient use.

c. Provide the installation commander, or commander's representative, with utilization data on real property use (e.g. utilization of office, storage, training ranges, warehousing, etc.)

d. Accounting for facilities under their control in accordance with guidance in AR 420-17, chapters 4 and 5.

#### **1-13. Contractor operators of Government-owned facilities**

Contractor operators of Government-owned facilities will—

a. Request approval for use of real property from installation and community commanders or designated representative. Medical contractors will provide real property usage through the senior Army medical officer for the installation or area.

b. Manage assigned space according to this regulation to ensure its efficient use.

c. Provide annually to the installation commander, or commander's representative, facility or installation data on real property use (e.g. utilization of office space, storage areas, and other contractor supported space, etc.).

d. Account for facilities under their control per guidance in AR 420-17, chapters 4 and 5.

#### **1-14. The U.S. Property and Fiscal Officer**

The U.S. Property and Fiscal Officer (USPFO), as the accountable

officer, will take responsibility for all DA real property that has been licensed to the State for National Guard purposes.

## **Chapter 2 Real Property Utilization Policies**

### **2-1. Background**

Executive Order (EO) 12411 (Government Work Space Management Reforms), EO 12512 (Federal Real Property Management), and 41 Code of Federal Regulations (CFR) 101-17, require the Army to conduct periodic utilization surveys to ensure all Army controlled property is being used effectively. EO 12411 institutes the Government Work Space Management Plan through reforms. EO 12512 states the general requirements for ensuring effective use of real property.

### **2-2. Policy**

a. Utilization of real property will be according to space planning criteria established in paragraph 3-3.

b. Land and facilities will be allocated and managed so that requirements are satisfied effectively and economically.

c. Units and activities will be allocated space consistent with current Army policy and guidance, and requirements, as documented by the installation or community Real Property Master Plan (RPMP).

d. The number of facilities with high or above average operating and maintenance costs, as measured against other facilities within the same facility category group (FCG), will be reduced or altered to become more efficient. New facilities will be designed for low and efficient operating and maintenance costs.

e. Concurrent use (i.e., agricultural leases, training, and recreation) of land, where possible and practical, will be optimized.

f. Maximum use will be made of government-owned facilities. Rental or lease costs and number of facilities rented or leased will be minimized. Renting or leasing of facilities will only be permitted if—

(1) The installation or community commander certifies that all existing on-post facilities are fully in use.

(2) There are no on-post existing facilities, and the requirement is identified and sited (if on-post) on the RPMP according to AR 210-20.

(3) The mission requirements dictate use of non-government-owned facilities.

g. The real property planning board process, as prescribed in AR 210-20, will be used to validate and approve facility requirements.

h. The Army Criteria Tracking System (ACTS), available on the Programming, Administration, and Execution System (PAX), is the reference for space allowances not stated in this regulation.

i. The Department of the Army (DA) will not increase its real property holdings to meet any military need until every effort has been made to use efficiently available property, including real property under the control of other services or Federal agencies.

j. The need for real property will be justified, based on the following—

(1) Authorized personnel strength and equipment.

(2) Validated missions and functions.

k. Use of real property in excess of the space planning criteria, and assignment guidelines cited in this regulation is prohibited.

l. When property is underutilized, not used, or not put to optimum use, the installation commander will, consistent with the RPMP—

(1) Assign joint use of real property to supported units, organizations and activities having a validated requirement. Exclusive use of facilities is not authorized unless fully justified by current requirements and existing criteria.

(2) Ensure that action is taken, through the supporting District Engineer, major subordinate command or major Army command

(MACOM), to cancel a rental agreement or lease when the requirement for real property, and the supported function can be satisfied on the installation or other government-owned land or facilities.

(3) Layout (mothball) facilities that will be retained to support validated contingency or mobilization needs per AR 210-17, chapter 4. Temporary facilities, to include those constructed during World War II, will not be retained solely for this purpose.

(4) Dispose of real property not required to support peacetime, contingency, or mobilization missions, pursuant to AR 405-90, chapters 6 and 7.

(5) Outgrant for interim use by other military departments or agencies of the Department of Defense (DOD), other Federal agencies, state and local governments or private enterprise, pursuant to AR 405-80 (chap 3), real property required to support peacetime, contingency, or mobilization missions.

(6) In overseas areas, dispose of excess real property as required by status of forces or other country-to-country agreements and by 40 USC 511-514.

## **Chapter 3**

### **Space Utilization Planning and Management**

#### **3-1. Introduction**

*a.* The goal of space utilization planning and management is to maximize the efficient use of all Army controlled land, facilities, and space to support assigned missions.

*b.* To reach the goal, the objectives of space planning and management are to—

(1) Use existing facilities, property, and space in an efficient manner.

(2) Reduce the need to construct, rent, lease or otherwise acquire land and facilities by using existing Army controlled facilities.

(3) Determine any shortfalls or excesses of assigned land, facilities, and space consistent with unit and or activity populations in the Army Stationing and Installation Plan (ASIP).

(4) Take action to deal with shortfalls or excesses.

(5) Dispose of land, facilities, or space that are excess to Army needs.

#### **3-2. Procedures**

*a.* Executive Order (EO) 12411, Government Work Space Management Reforms, requires the management of work space.

*b.* The Army will use procedures found in 41 Code of Federal Regulations (CFR) 101-17 and Department of the Army (DA) Pamphlet 420-10.

#### **3-3. Space planning criteria**

*a.* *Administrative.* See chapter 5.

*b.* *Other.* Criteria for the planning and assigning of other space is listed below.

(1) Army Regulation (AR) 740-1 for storage facilities and warehouse criteria.

(2) AR 210-50 for Army Family Housing (AFH), Unaccompanied Enlisted Personnel Housing (UEPH) and Unaccompanied Officer Personnel Housing (UOPH) criteria.

(3) AR 210-21, Field Manual (FM) 25-7, and Training Circular (TC) 25-1 for training land and range criteria. Where criteria do not exist for unique test ranges, the requirement will be validated by the major Army command (MACOM) involved.

(4) AR 40-62 and Department of Defense (DOD) Manual 6015.17M (Medical Space Planning Criteria) for medical facilities criteria.

(5) AR 140-483 for U.S. Army Reserve (USAR) criteria.

(6) Space planning criteria for United States Army, Europe (USAREUR) is available in the USAREUR Space and Planning Criteria Manual or the outside continental United States (OCONUS) section for each category code in the Army Criteria Tracking System (ACTS).

(7) Most other space planning criteria are available in ACTS, the Facilities Planning System (FPS), and the Design Criteria Information System (DCIS) available on the Programming, Administration, and Execution System (PAX). The DCIS criteria are published in hard copy by Headquarters, U.S. Army Corps of Engineers (HQUSACE) as an Architectural and Engineering Instruction (AEI), Design Criteria.

(8) For unique facilities, which do not have readily available Army criteria, sizing will be according to comparable and current practical commercial standards.

#### **3-4. Applicable forms**

*a.* *Space or facilities provided on Army installations.* When space or facilities are to be acquired on an Army installation, the requesting tenant unit and or activity commander must justify all requirements to the installation commander. DD Form 1450 (DOD Space Requirements Data Part I - Summary) and DD Form 1450-1 (DOD Space Requirements Data Part II - Detailed Space Requirements) may be used for this action.

*b.* *Space or facilities provided by the General Services Administration (GSA).* When space or facilities are to be acquired through GSA, they must first be justified in the installation's or community's Real Property Master Plan (RPMP). Requests will be forwarded using Standard Form (SF) 81 (Request for Space), and SF 81-A (Space Requirements Worksheet) as described in 41 CFR 101-17 using allowances prescribed in this regulation. For USAR facilities or space, the computer generated "Proj Doc" questionnaire and DA Form 5034-R (Project Documentation Space Allowance Worksheet) will be attached to the SF 81 in lieu of completing the form.

*c.* *Other space and facilities.* Requirements for Military Construction, Army (MCA) will be justified in the RPMP and will comply with AR 415-15.

#### **3-5. Administrative Space Utilization Report**

The Administrative Space Utilization Report, also referred to as the Work Space Management Plan by GSA, is required by EO 12411 and 41 CFR 101-17.

*a.* The purposes of the report are to—

(1) Establish square footage targets.

(2) Report progress and plans for achieving the Government's work space (Army terminology "Administrative Space") management goals to—

(a) Accomplish cost-effective space reductions that will result in long-term monetary savings to the Federal government.

(b) Design space using modern technologies, such as furniture systems, to increase productivity, and reduce the amount of space required.

(c) Achieve an average adjusted office utilization rate of 135 net square feet (Army goal is 130) or less in both agency-controlled and GSA-controlled space.

(3) Support the annual budget request to the Office of Management and Budget (OMB).

*b.* The report will contain the total net square feet of administrative space and number of personnel occupying this space. The information will be recorded on GSA Form 3530 and submitted by the preparing installation, state, or major U.S. Army Reserve command (MUSARC) to the MACOM by 1 June each year. These reporting requirements do not apply to installations within the National Capital Region (NCR) or in foreign countries. Units and or activities within the NCR will instead submit a similar report on DA Form 3077 (Administrative Space Report) per AR 1-21 (para 2-3).

*c.* The report is submitted through channels so as to arrive at HQDA (DAEN-ZCI-P), WASH DC 20310 by 1 August.

*d.* These reporting requirements do not apply to installations within the National Capital Region (NCR) or in foreign countries. Units and or activities within the NCR will instead submit a similar report on DA Form 3077 per AR 1-21 (para 2-3).

#### **3-6. Conversion and diversion of facilities or space**

Conversion and diversion actions are space utilization management



tools used to resolve facility shortfalls. These actions are cost effective alternatives derived from the planning process and, accordingly, must reflect the intent of the RPMP.

*a. Conversion.* A conversion will—

(1) Provide a complete and usable facility, using approved space planning criteria, to totally, or in part, meet a demonstrated shortfall.

(2) Only be permitted, except as noted in paragraph *d* below, when the facility to be converted is excess to a valid requirement as reflected on the current Tabulation of Existing and Required Facilities (TAB) required by AR 210–20.

(3) Result in a change of the design use (category code) as reflected in the Real Property Inventory (RPI) (See AR 405–45), regardless of whether the structure has been modified. Further, if the facility still meets the requirements of its previous design use, that will be reflected as the recommended use (category code).

(4) Be consistent and compatible with the existing or future RPMP and inclusive Land Use Plan.

(5) Be requested by the installation or community commander and approved according to *c* below.

(6) Be documented as specified in *e* below.

*b. Diversion.* A diversion will—

(1) Provide a short-term temporary solution to a facility deficiency, by allowing a facility to be put to another use until an adequate, permanent solution to the deficiency can be provided.

(2) Not involve any alteration that exceeds \$5,000 or that will restrict the return of the facility to its design use within 72 hours.

(3) Result in change of the facility's current use (category code) as reflected in the RPI (See AR 405–45).

(4) Require that a facility will be returned to its original design use when the diversion expires or within 72 hours on demand of the approving or higher authority.

(5) Be requested by the installation or community commander and approved, initially for a maximum of three consecutive years with extensions of one year, if required, consistent with the authority stated in paragraph *c* below.

(6) Be documented as specified in *e* below.

*c. Delegation of conversion or diversion authority.* Except as indicated in *d* below, MACOM commanders may approve facility conversions or diversions. This authority may be further delegated, in writing, to major subordinate commands and installation or community commanders.

*d. Conversions or diversions requiring specific approval.* If not stated or contained in the appropriate regulation, requests for HQDA approval will be directed to the Office of the Chief of Engineers (DAEN–ZCI–P).

(1) *New facilities conversion.* New facilities completed within the last five years will not be converted without HQDA approval.

(2) *Permanent space conversion.* No permanent space will be converted, without HQDA approval, where the same category (3-digit category code) of space in temporary facilities is in use.

(3) *Conversion within shortage facility categories.* Conversion of space from a shortage facility category (3-digit category code) to another shortage facility category will not be approved without HQDA approval or as authorized herein. Consideration will be given to how future force structure changes, weapon systems developments and contingency planning will affect the overall facilities needs.

(4) *Conversion from shortage to excess facility category (3-digit category code).* Conversion from a shortage facility category (3-digit category code) to an excess facility category requires HQDA approval.

(5) *Unaccompanied personnel housing (UPH) diversion.* Authority to divert adequate UPH or substandard UPH (upgradable) buildings or parts of buildings to other UPH use is delegated to the installation or community commander. Authority to divert adequate UPH or substandard UPH (upgradable) for use by activities unrelated to UPH (that is, change 3-digit category code) is delegated to MACOM commanders. This authority may not be further delegated. See AR 210–50, paragraph 5–12, for specific policy and documentation requirements.

(6) *UPH conversion.* Conversion of adequate UPH or substandard UPH (upgradable) buildings or parts of buildings to non-UPH use requires HQDA approval. However, the authority to approve conversion of adequate UPH, or substandard UPH (upgradable) to other UPH use is delegated to the MACOM. See AR 210–50, paragraph 5–13.

(7) *Family housing diversion.* Facilities constructed as family housing dwelling units (DU) or permanently converted to such use will not be diverted unless they are excess to family housing needs. Authority to divert family housing to non-family housing is delegated to the MACOM. See AR 210–50, paragraph 5–5.

(8) *Family housing conversion.* A family housing DU will not be converted to other use or combined from two or more DU into a single DU without HQDA (DAEN–ZCI–P) approval. See AR 210–50, paragraph 5–6.

(9) *Storage and warehouse facilities.* All MACOM commanders are granted authority to divert storage and warehousing facilities not exceeding 40,000 gross square feet; HQDA approval of diversions in excess of 40,000 gross square feet is required. See AR 740–1, paragraph 6–9, with changes. Storage and warehouse facilities will not be converted without approval of HQDA. See AR 740–1, paragraph 6–11.

(10) *Health care facilities.* Diversion or conversion of facilities initially constructed or subsequently converted to a Medical Treatment Facility will not be converted or diverted without approval of the US Army Health Services Command (HSC) for United States based facilities, or the appropriate medical command if OCONUS. See AR 40–2, paragraph 1–10.

(11) *Religious facilities.* Religious facilities will not be converted or diverted for nonreligious use without approval of the Office of the Chief of Chaplains, HQDA (DACH–IML). See AR 165–1, paragraph 14–1.

(12) *Morale, welfare and recreation (MWR) facilities.* Facilities that have been designated and constructed or converted by major renovation for MWR activities will not be diverted or converted for other purposes without HQDA approval. See paragraph 6–2, AR 215–1.

*e. Conversion and diversion documentation.* All conversion and diversion requests will be documented. Documentation will be maintained in the installation or community organizational element responsible for the real property records. Conversion documents are permanent, and diversion documents will be maintained for one year from termination of the diversion. Documentation will include the following—

(1) Facility number.

(2) Existing design use category code.

(3) Proposed design use category code (conversions only).

(4) Proposed current use category code (diversions only).

(5) Justification.

(6) Statement that the Integrated Facilities System (IFS), and the real property records will reflect the diversion.

(7) Certification that the provisions of *b* (4) above will be complied with.

(8) Date of physical diversion or conversion of space initiated and or accomplished.

(9) Extract of the RPMP facility category group (FCG) Capital Investment Strategy (CIS) (conversions only; AR 210–20).

(10) Signatures of requesting, reviewing, and approving official.

*f. Conversion and diversion limitation.* A documented and approved conversion or diversion does not constitute a modification project approval or authorization for funding of the same.

### 3–7. Disposal of Army land, facilities or space

Army land, facilities, and space will be disposed of per AR 405–90, chapters 6 and 7.

## **Chapter 4**

### **General Services Administration (GSA) and Department of the Army (DA) Surveys**

#### **4-1. General Services Administration (GSA) and Department of the Army (DA) installation surveys.**

a. GSA and DA installation surveys apply only to Army real property at installations in the United States, territories, or possessions.

b. Under Executive Order (EO) 12512, GSA and DA will periodically conduct installation surveys of the real property under Army control. Representatives of the GSA regional office will conduct GSA surveys. Upon notification by the GSA, HQDA(DAEN-ZCI) will inform the commander of the appropriate major Army command (MACOM) or the Chief, National Guard Bureau (CNGB) of the GSA surveys. The MACOM commander or the CNGB will notify the appropriate installation commanders of the scheduled survey. For U.S. Army Reserve (USAR) facilities, the MACOM commander will also notify the appropriate Continental United States Army (CONUSA) commander.

c. The installation commander will provide GSA and DA survey teams with all necessary assistance. If prevailing conditions will delay or preclude admittance of team personnel to all or portions of the installation, the MACOM or major U.S. Army Reserve Command (MUSARC) commander will advise HQDA WASHDC//DAEN-ZCI// by electronic mail. Reasons for the delay or inadmittance must be included.

d. The survey team will have access to the data maintained according to paragraph 4-4.

e. No statement, commitment or local recommendation regarding the disposition of excess real property will be made to the survey team.

#### **4-2. General Services Administration (GSA) and Department of the Army (DA) survey reports**

a. Normally, GSA will give copies of the survey to the installation or MUSARC commander and the U.S. Army Corps of Engineers (USACE) commander. The USACE commander will forward a copy of the report to HQDA(DAEN-ZCI) for comments and recommendations. HQDA will forward a copy of the report to the MACOM commander or the CNGB.

b. GSA allows the USACE commander and HQDA 30 working days from the date of the transmittal letter to comment on the survey. The MACOM, installation, and MUSARC commanders normally have 15 working days to prepare comments and forward them to HQDA(DAEN-ZCI). To offset this short response time, installation and MUSARC commanders will immediately prepare comments or a rebuttal to the survey without waiting for HQDA instructions.

c. To meet established suspense dates, installation or MUSARC commanders will respond through the chain of command. They will forward a copy of the response directly to HQDA(DAEN-ZCI) WASH DC 20310. MACOM commanders, or the CNGB, will provide concurrence or additional comments by phone and send a written follow-up to HQDA(DAEN-ZCI). This procedure is not intended to circumvent established chains of command but to meet established suspense dates.

d. HQDA, the USACE commander, MACOM commanders and the CNGB will ensure that suspense dates are met.

#### **4-3. Rebuttal to General Services Administration (GSA) and Department of the Army (DA) survey report recommendations**

If the installation or MUSARC commander non-concurs with part or all of the survey report recommendations, a rebuttal, which will include information contained in appendix B, may be submitted.

#### **4-4. Utilization surveys and annual report**

a. As required by EO 12411 and 41 Code of Federal Regulations

(CFR) Parts 101-17, installation commanders will conduct an annual real property utilization survey of each assigned installation, subinstallation, or facility. They will prepare the Installation Commander's Annual Real Property Utilization Survey (ICARPUS) report by 31 March of each year. Data contained in the ICARPUS will be consistent with that in the Real Property Master Plan (RPMP). Installations or facilities which have been reported to HQDA as excess or declared excess according to Public Law 100-526 (Defense Authorization Amendments and Base Closure and Realignment Act of 1988) or Public Law 101-510 (Defense Base Closure and Realignment Act of 1990) will not be surveyed.

b. Annual surveys of USAR centers and training areas will be accomplished through the Chief, Army Reserve (CAR) and appropriate MACOM or USAR chains of command. Annual surveys of real property licensed to the several states for ARNG training, where the accountability is held by the U.S. Property and Fiscal Officer (USPFO), will be accomplished through the CNGB and State Adjutant General. Installations and subinstallations that provide areas for reserve component (RC) training will coordinate with the appropriate USAR command or the State Adjutant General to provide for a joint utilization inspection. Installation commanders will assist MUSARCs in preparing the annual survey reports by providing copies of outgrants, as-built floor plans, and real estate plot plans. The MUSARC will ensure that the active support installation is furnished a copy of the approved annual report.

c. The ICARPUS report will be retained at the installation for use in conjunction with GSA and DA utilization surveys or other uses as required. The installation commander will advise the MACOM when the survey has been completed. MACOMs will be furnished a copy of each report that contain findings of unused, underutilized, not being put to maximum use, or excess real property. Transmittal will certify that the RPMP has been updated to reflect the corrective action taken, and contain a summary of the pertinent portion of the RPMP with milestones.

d. The survey report will be developed consistent with the format at appendix C. Many items pertaining to the survey report may be found in the RPMP. (See AR 210-20.)

e. When the installation survey reveals no use or underutilization of real property, the installation commander will take action as indicated in paragraph C-12 and—

(1) Submit proposed relocation of USAR units for review and approval by the CAR and USARC.

(2) Prepare report of availability for temporary non-military use, according to AR 405-80, chapter 4, of those portions of the installation that are not required for current missions, but for which a known future or mobilization mission exists.

(3) Prepare report of excess for which no known current or future Army requirement exists. (See AR 405-90, app B, for description of how to prepare the report.)

## **Chapter 5**

### **Administrative Space Criteria and Assignment Guidelines**

#### **5-1. Introduction**

This chapter establishes administrative space planning and programming criteria, and assignment guidelines for all Army-controlled space.

a. *Objectives.* The Army will, consistent with the intent of Executive Order (EO) 12411, Government Work Space Management Reforms—

(1) Ensure efficient use of office space.

(2) Limit the amount of office space used by each employee to the minimum needed to accomplish the task.

b. *Applicability.* The criteria and assignment guidelines for administrative space contained in this chapter apply to all tenants of Army controlled space, owned or leased, in the continental United States (CONUS) or outside the continental United States (OCONUS) with the following exceptions—

(1) *National Capital Region (NCR)*. Within the NCR, requirements for administrative space will comply with AR 1-21, chapter 1.

(2) *U.S. Army Reserve (USAR)*. USAR requirements for administrative space will comply with AR 140-483, chapters 1 through 5. *c. Policy.*

(1) Space requirements are developed from analysis of an organization or activity, its mission, activities, and authorized (not required) personnel and equipment. This planning process is consistent with that delineated in AR 210-20.

(2) The Army Stationing and Installation Plan (ASIP) will be the primary personnel baseline for administrative space requirements supplemented with information contained in the Army's Structure and Manpower Allocation System, and The Army Authorization Documentation System (Modification Tables of Organization and Equipment (MTOE), and Tables of Distribution and Allowances (TDA)).

(3) Criteria addressed in paragraph 5-2 will be used for planning and programming. These criteria are used for determining administrative space requirements for organizational units. They are not to be interpreted as space authorizations for individuals.

(4) Requirements for existing or new administrative space will be documented on DD Form 1450 (Department of Defense (DOD) Space Requirements Data Part I - Summary) and DD Form 1450-1 (DOD Space Requirements Data Part II - Detailed Space Requirements) for government-owned facilities and General Services Administration (GSA) SF 81 (Request for Space and SF 81A (Space Requirements Worksheet)) for government-controlled lease space, and reflected in the Real Property Master Plan (RPMP).

(5) Assignment guidelines addressed in paragraph 5-3 will be used for the allocation of space to individuals or equipment within an organizational unit or activity.

(6) Open office space will be used to the maximum extent possible.

(7) The provision of a private office is a function of duties, rather than grade or rank.

(8) Unit equipment is considered to be any item within the office that is used by more than one person.

(9) Space acquired from GSA will follow Army criteria and assignment guidelines outlined, respectively, in paragraphs 5-2 and 5-3, and will be justified using SF 81 and SF 81A.

(10) The number of workstations will not exceed the number of authorized administrative personnel. For regularly scheduled multiple-shift operations, the number of workstations shall not exceed the maximum number of authorized personnel on duty during any 8-hour shift.

(11) Personnel working in special space will not be authorized office space. Their workstation will be provided for within the special space requirement.

(12) Space for temporary or overhire personnel is not authorized.

(13) Authorization of space above the criteria or assignment standards set forth in this chapter is prohibited. The provision of deluxe accommodations (e.g., private kitchens, dining areas, rest rooms) is also prohibited.

(14) Efficient interior design will be used to layout effectively and conserve administrative space. The use of systems or modular furniture is encouraged when it supports this objective.

(15) Contractor personnel will be provided space only as stipulated by contract or appropriate written agreement. Space provided for contractor personnel will be according to the criteria and assignment guidelines outlined, respectively, in paragraphs 5-2 and 5-3.

## **5-2. Administrative space criteria**

Administrative space requirements are the sum of required office space, storage space and special space. Administrative space criteria at appendix D will be used in planning and programming all administrative space requirements.

## **5-3. Administrative space assignment guidelines**

The administrative space assignment guidelines at appendix D will

be used in the assignment of specific space to individuals and equipment within an organization.

## **5-4. Administrative space goals**

The criteria addressed in paragraph 5-2 are also goals for all administrative space. These criteria will be used to determine the utilization efficiency of an organization. Organizational assignments, particularly new space assignments, are expected to average 130 net square feet or less per authorized person. Office layout methods, open office plans, and modular or systems furniture are encouraged to help reduce the occupiable area to an average of 122 net square feet, but not less than 110 net square feet per authorized person. These goals assume that the space being assigned is adequately designed and constructed and that there are minimal special purpose space requirements. If activities occupy space in facilities that were not originally designed or cannot be modified for efficient use as administrative space, the standard space allowance of 130 net square feet per authorized person may be increased, subject to major Army command (MACOM) or Headquarters, Department of the Army (HQDA) review, by up to 10 percent, when justified, documented, and approved by the Director of Engineering and Housing (DEH) or Director of Installation Support (DIS).

## **5-5. Life safety**

Assignment of administrative space will comply with National Fire Protection Association standards for life safety, building construction, warm air heating and air conditioning systems, and electrical code.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 1–21**

Administrative Space Management. (Cited in para 5–1.)

#### **AR 5–3**

Installation Management and Organization. (Cited in para 1–5.)

#### **AR 40–2**

Army Medical Treatment Facilities General Administration. (Cited in para 3–6.)

#### **AR 40–62**

Standard Policies, Definitions, and Data Presentations Relating to Fixed Medical Treatment, Facilities and Patient Accountability. (Cited in para 3–3.)

#### **AR 140–483**

Army Reserve Land and Facilities Management. (Cited in paras 3–3 and 5–1.)

#### **AR 165–1**

Chaplain Activities in the United States Army. (Cited in para 3–6.)

#### **AR 210–17**

Inactivation of Installation. (Cited in paras 2–2 and 4–4.)

#### **AR 210–20**

Master Planning for Army Installations. (Cited in paras 1–5, 2–2, 3–6, 4–4 and 5–1.)

#### **AR 210–21**

Ranges and Training Areas. (Cited in para 3–3.)

#### **AR 210–50**

Housing Management. (Cited in paras 1–5, 3–3 and C–14.)

#### **AR 405–45**

Inventory of Army Military Real Property. (Cited in para 3–6.)

#### **AR 405–80**

Granting Use of Real Estate. (Cited in paras 2–2 and 4–4.)

#### **AR 405–90**

Disposal of Real Estate. (Cited in paras 2–2 and 4–4.)

#### **AR 415–15**

Military Construction, Army Program Development. (Cited in para 3–4.)

#### **AR 415–28**

Department of the Army Facility Classes and Construction Categories (Category Codes). (Cited in para 3–6.)

#### **AR 420–17**

Real Property and Resource Management. (Cited in para 1–5.)

#### **AR 420–70**

Buildings and Structures. (Cited in para 1–5.)

#### **AR 740–1**

Storage and Supply Activity Operations. (Cited in paras 3–3, 3–6 and C–13.)

#### **DA PAM 420–10**

Space Management Guide. (Cited in para 3–2.)

#### **TC 25–8**

Training Ranges. (Cited in para 3–3.)

#### **TC 25–1**

Training Land. (Cited in para 3–3.)

#### **TM 9–1300–206**

Ammunition and Explosives Standards. (Cited in para 4–4.)

### **Section II Related Publications**

#### **AR 140–1**

Army Reserve Missions, Organizations, and Training

#### **AR 310–49**

The Army Authorization Documents System (TAADS)

#### **AR 415–35**

Minor Construction

#### **AR 570–2**

Manpower Requirements Criteria

#### **AR 735–5**

Basic Policies and Procedures for Property Accountability

#### **DA Pam 25–30**

Consolidated Index of Army Publications and Blank Forms

#### **DA PAM 570–551**

Staffing Guide for U.S. Army Garrisons

### **Section III Prescribed Forms**

There are no entries in this section.

### **Section IV Referenced Forms**

#### **DD Form 805**

Storage Space Management Report

#### **DD Form 1450**

DOD Space Requirements Data Part I - Summary

#### **DD Form 1450–1**

DOD Space Requirements Data Part II - Detailed Space Requirements

#### **DD Form 2085**

Unaccompanied Personnel Housing (UPH) Inventory and Utilization Data

#### **DA Form 2028**

Recommended Changes to Publications and Blank Forms

#### **DA Form 2877**

Real Property Record

#### **DA Form 3077**

Administrative Space Report

#### **DA Form 5034R**

Project Documentation Space Allowance Worksheet

#### **GSA Form 3530**

Work Space Management Plan

#### **SF 81**

Request for Space

## Appendix B Format for General Services Administration (GSA) and Department of the Army (DA) Survey Report Recommendation Rebuttal

The commander's rebuttal to a GSA and DA survey report recommendation will include, in narrative form and in the tabular format shown in Table B-1, the following—

### B-1. Installation Commander's Annual Real Property Utilization Survey (ICARPUS)

A copy of the current ICARPUS. The format for this report is prescribed in appendix C.

### B-2. Impacts

Impact of GSA recommended action on—

- Current or known future of the installation.
- Reserve Component (RC) training.
- Mobilization and contingency plans.

### B-3. Relocation requirements

- Number of military and civilian personnel to be relocated.
- Suggested location (i.e., Government-owned or leased space).
- Acreage/square footage required at new location.
- New construction required.
- Detailed cost analyses of the above to include one-time costs, annual operation and maintenance, Army (OMA) costs at new location, and prior year OMA costs at old location.

### B-4. Utilization data

Utilization data for prior, current, and next fiscal year in the format shown in Table B-1, where property is used for Active or RC training. This format is used primarily to present data to the U.S. Army Corps of Engineers (USACE). Data contained therein may be furnished to GSA survey team representatives.

**Table B-1**  
**Format for sending use data to USACE (Rebuttal Data)**

Dates (1)	Service/Component Designation (2)	Type of Training Conducted (3)	No. of Personnel (4)	Acreage Used (5)
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Notes:

1. Column 1. Show inclusive dates.
2. Column 2. Indicate the Service or Component using the property (i.e., Army, Navy, Air Force, Marines, Army National Guard, U.S. Army Reserve, Contractor, etc.)
3. Column 3. Indicate the type of training conducted by using a term such as infantry tactics, compass course, river crossing, dozer operations, contractor requirements, etc.
4. Column 4. Self-explanatory.
5. Column 5. Self-explanatory.
6. Also list available alternative sites with a summary of advantages and disadvantages of each site. Include miles from home station to site, travel time, facilities required, and costs.

## Appendix C Format for Installation Commander's Annual Real Property Utilization Survey (ICARPUS)

The Installation Commander's Annual Real Property Utilization Survey (ICARPUS) is required in paragraph 4-4. It is a summation of the existing as well as planned use of land and facilities for an installation and is required by the General Services Administration (GSA). The content will be as follows—

### C-1. Cover page

A report cover page identifying the preparer and the approving official. The report will be approved and signed by the installation commander to ensure the accuracy of the report.

### C-2. Installation development history

A brief historical summary of the development of the installation.

### C-3. Mission

A brief consolidated statement of the missions of all tenants and other using services or agencies.

### C-4. Installation demographics

A list of the number of military, civilians, students, and transient personnel for each organization, separate activity, and agency. The numbers in this list will have an audit trail to the ASIP. Also include the number of family members living on the installation.

### C-5. Land use

Statement indicating land uses, development of oil, gas, and mineral resources, civilian encroachment, or conflict with operations, and

missions, highways, and railroad network, national and state parks within a 100-mile radius, and general climatic conditions for all areas adjacent to the installation.

### C-6. Land data

A statement providing total land data— fee, leased, easements, public domain and permits. Include annual rent for leased property. Identify on-post and off-post holdings separately as follows—

- Date acquired and cost.
- Existing land uses. Show acreage by functional area (e.g., airfield, troop/family housing, industrial, recreational areas, ranges and field training). Safety areas such as range fans, quantity distances required by TM 9-1300-206, and petroleum products storage are specific land uses. Show known and suspected areas of unexploded ordnance. Note where buffer zones are required to keep an installation operational to accommodate objectionable noise levels (check noise contour maps and plans), known and suspected areas of contamination including migration, aircraft safety areas, objectionable smell from sewage disposal plants, demolition areas, or where other similar conditions exist. These zones will be discussed and depicted in the survey report. Show areas of open and closed landfills. Areas containing historical and archeological sites are protected by 16 USC 431, 461, 469, – 470, also 42 USC 4321. These sites must be shown on drawings. Buffer zones will be preserved or maintained. If dual use is to be made of buffer zones, land use must be compatible with military operations and functions. Also show environmentally, archaeologically and historically sensitive land areas such as wet lands, endangered species habitats, and registered historical sites and districts.
- Proposed land uses. Show all proposed land uses contained in

approved Real Property Master Plans (RPMPs) according to AR 210–20.

*d.* Management uses of property such as forestry programs, natural resource management, recreation (indicate user), agricultural outleasings, and contaminated areas.

*e.* Summary of outgrants, (outleasings, easements, licenses, and permits), to include grantees, types of uses granted, and annual rent.

*f.* Identification of areas that are not used, underutilized, or not being put to optimum use. Specify by functional area the acreage of land that is not used, underutilized, or not put to optimum use.

*g.* Proposed acquisitions.

*h.* Proposed disposals.

*i.* Significant real property disposals that have been made since the installation was established and all property excessed during the past 10 years.

*j.* A list of all authorized and funded construction projects and those proposed in the Five Year Defense Program. The list will include Military Construction, Army (MCA), Defense Medical Military Construction (DMMC), Army Family Housing Construction (AFHC), Production Contract Construction (Military), Research Development and Testing Construction, Military Construction, Army National Guard (MCARNG), and Military Construction, Army Reserve (MCAR) procurement funded construction.

*k.* Overall cost-to-government summary, by construction facility class, of existing structures and improvements.

*l.* Identification of unaccompanied personnel and family housing, temporary lodging, recreation, welfare, and religious facilities designed for the assembly of groups of individuals, and medical facilities sited within 3,000 feet of the center line of an active runway or approach zone. Indicate distance in feet for each improvement.

#### **C–7. Land use maps**

Separate reservation land use maps of a size to allow ease in handling, according to instructions contained in AR 210–20. For USAR centers and other off-post facilities, use a general site map of a scale to show the entire facility.

#### **C–8. Aerial photographs**

Aerial photographs of the installation if available.

#### **C–9. Operation and Maintenance, Army (OMA) costs**

Installation OMA costs for the preceding fiscal year.

#### **C–10. Reserve Component (RC) utilization data**

RC facilities utilization data to include unit designation, assigned and authorized strength, unit identification code (UIC), type facility, training conducted, and acreage.

#### **C–11. Real property utilization report**

A report including the following questions with answers that identify unneeded real property or real property that is unused, underutilized, or not being put to optimum use based on criteria discussed in chapter 5.

*a.* Is the property being put to its highest and best use? (Consider the following—surrounding neighborhood, zoning, and other environmental factors; present use is compatible with state, regional, or local development plans and programs; Federal use of the property would be justified if rental charges equivalent to commercial rates were added to the program cost for the function it is serving.)

*b.* Are OMA costs excessive in comparison to those of other similar facilities (same facilities category group (FCG))?

*c.* Will contemplated program changes alter property requirements?

*d.* Is all of the property essential to program requirements?

*e.* Will local zoning provide sufficient protection for necessary buffer zones if a portion of the property is released?

*f.* Are buffer zones kept to a minimum?

*g.* Is the present property inadequate for approved future programs?

*h.* Can a net saving to the Government be realized through

relocation considering property prices for rentals, costs of moving, occupancy, and an increase in efficiency of operations?

*i.* Have developments on adjoining non-Federally owned land or public access or road rights-of-way granted across the government-owned land, rendered the property or any portion thereof unsuitable or unnecessary to program requirements?

*j.* If Federal employees are housed in government-owned family housing, is the local market willing to acquire government-owned housing, or can it provide the necessary housing and other related services that will permit the government-owned housing area to be released? (Provide statistical data on cost, and availability of housing on the local market.)

*k.* Can the land be disposed of, and program requirements satisfied through reserving the rights and interests of the government in the property, if it is released?

*l.* Is a portion of any property being retained primarily because the present boundaries are marked by the existence of fences, hedges, roads, or utility systems?

*m.* Is any land being retained merely because it is considered undesirable property due to topographical features, encumbrances to rights-of-way or because it is believed to be not disposable?

*n.* Is land being retained merely because it is landlocked?

*o.* Is there land or space in government-owned buildings that can be made available for utilization by others inside or outside government on a temporary basis?

#### **C–12. Unused and underutilized buildings**

A list of unused and underutilized buildings by facility classes and construction category code. For each building, indicate the building number, total gross square feet (GSF), gross square feet available, type of construction (permanent, semi-permanent, temporary) and disposition. (See AR 405–45.)

#### **C–13. Storage and warehouse utilization report**

The most recent utilization report for storage and warehouses (DD Form 805, Storage Space Management Report) according to AR 740–1, chapter 6, section II.

#### **C–14. Barracks utilization report**

The most recent utilization report (DD Form 2085, Unaccompanied Personnel Housing (UPH) Inventory and Utilization Data) for barracks according to AR 210–50, paragraph 17–12.

#### **C–15. Administration space utilization report**

An administration space utilization report derived from information recorded on GSA Form 3530.

#### **C–16. Utilization improvement statement**

A statement indicating what actions besides new construction could be taken to improve utilization of existing facilities if funding were provided.

#### **C–17. Findings and recommendations**

A summary of findings and recommendations.

### **Appendix D Administrative Space Criteria and Assignment Guidelines**

As prescribed in paragraphs 5–2 and 5–3 respectively, the administrative space criteria and assignment guidelines described below will be used to—

Plan and program all administrative space requirements.

Assign specific space to individuals and equipment within an organization.

#### **D–1. Administrative space criteria**

Administrative space requirements are the sum of required office space, storage space and special space.

*a. Office space.*

(1) *New construction.* When planning and programming new construction, administrative space will not exceed 162 gross square feet per occupant excluding personnel working in special purpose space. Space for work station personal computers, computer terminal units with a stand-alone printer, standard typewriters, exclusive use filing cabinets, tables, desks, chairs, or modular office units are included. For planning purposes, net administrative floor area shall not be less than 80 percent of the gross administrative floor area. The 162 gross square feet per person does not include requirements for storage and special space that are addressed in *b* and *c* below.

(2) *Existing facilities.* When planning and programming space in existing facilities, administrative space, excluding personnel working in special space, will not exceed 130 net square feet per authorized person or be less than 115 net square feet per authorized person. Space for work station personal computers, computer terminal units with a stand-alone printer, standard typewriters, exclusive use filing cabinets, tables, desks, chairs, or modular office units is included. The 130 net square feet per authorized person does not include requirements for storage and special space that are addressed in *b* and *c* below.

*a. Storage space.* Storage space refers to the space required or used to support the day-to-day functions of an office. Included in storage space would be such items as office supplies or copier paper storage. Storage, in this context, does not refer to requirements for warehouse space, where the mission of the organization is to provide warehousing support, or where the mission of the organization requires a significant amount of warehouse space. Storage space will be fully justified and will be determined by application on of the allowances (Table D-3) where standard storage equipment (file cabinets, shelving, and safes) is used. Storage space will only be provided for thirty days or less of supplies. Net square footage figures derived by using Table D-3 will be multiplied by a factor of 1.25, when required, to convert to a gross square feet requirement.

*c. Special space.* Special space includes areas required for common functions such as conference, meeting, automatic data processing rooms, building maintenance facility, duplicating and mail rooms, classrooms, exhibit and reception areas, or space that has unique architectural features. Special space will be fully justified. Common function needs will be consolidated wherever possible and exclusive use of conference, meeting and training rooms are discouraged. Net square footage figures derived by using Table D-4 will be multiplied by a factor of 1.25, when required, to convert to a gross square feet requirement.

*d. Algorithms.* The algorithms for determining authorized administrative space are as follows—

(1) *New construction.* NUMBER OF AUTHORIZED PERSONNEL X 162 GSF + (1.25 X NSF OF STORAGE AND SPECIAL SPACE)= TOTAL GROSS SQUARE FEET AUTHORIZED.

(2) *Existing facilities.* NUMBER OF AUTHORIZED PERSONNEL X 130 NSF + NSF OF STORAGE AND SPECIAL SPACE = TOTAL NET SQUARE FEET AUTHORIZED.

## D-2. Assignment guidelines

The following guidelines will be used in the assignment of specific space to individuals and equipment within an organization—

*a. Private office space.* Where privacy is required private offices should be no larger than necessary for the occupant to conduct normal business efficiently. The maximum allowance for private offices is 400 net square feet. This figure should be considered only when the occupant confers frequently with large groups of people, and a conference room is not convenient. Table D-1 contains specific authorized space for private offices.

*b. Open office space.* Normally, administrative space requirements will be accommodated in open office space unless individual duties clearly require the provision of a private office. The use of systems or modular furniture is encouraged to achieve better utilization of space, and to provide individuals semi-private workstations in lieu of private offices. Table D-2 contains specific individual assignment standards.

*c. Unit Equipment.* Any piece of furniture or equipment, which is used by only one person, e.g., bookshelves, filing cabinet, safe, personal computer, computer terminal with stand-alone printer, typewriters, must fit into the individual's work station space and is not to be included in unit equipment. Furniture in a private office, even if it is common use, should not be included in unit equipment. Table D-3 contains specific authorized space for unit equipment. Furniture for reception areas, conference rooms, etc. is included in the space calculations in Table D-4 and should not be considered unit furniture.

*d. Special space.* Assignment of special space will be according to the criteria set forth in paragraph D-1 *c* above.

## D-3. Interior design

A critical aspect of effective space utilization is the quality of the design of the administrative area. To the maximum extent possible for all new construction or renovation projects, interior design professionals will be used to integrate the furnishings for an area into an overall space plan coordinated with the building, its systems, and fire protection features. Color schemes, lighting, furnishings and finishes should be blended to create a unified design. Moreover, use of this approach will result in a more efficient use of space while at the same time providing a more pleasing and productive work environment.

**Table D-1**  
**Private Office Space Allowances for Personnel in Army Space <sup>1</sup>**

Space Category	Assignment	Maximum Allowance <sup>2</sup> (Net Sq. Ft.)
P-1	Commanders and Deputy Commanders in Grades O10 and O9. Heads and Deputies of Directorates, Offices, Bureaus, and Agencies in Grades O10, O9 and GS/GM 18; comparable positions.	400
P-2	Commanders and Deputy/Assistant Commanders in Grades O8 and O7. Heads and Deputies of Directorates, Offices, Bureaus, Agencies and Divisions in Grades O8, O7, SES, and GS/GM 17-16; comparable positions. Deputies of positions in P-1 Category.	300
P-3	Commanders and Deputy Commanders in Grade O6. Commanders in Grade O5. Division Heads in Grades GS/GM 15-14 or Colonel who require private offices, comparable positions. Branch Heads in Grades GS/GM 15-14 or Colonel who report to Division Heads in P-2 Category and require private offices; comparable positions. Deputies of positions in P-2 Category who require private offices.	200

**Table D-1**  
**Private Office Space Allowances for Personnel in Army Space <sup>1</sup>—Continued**

Space Category	Assignment	Maximum Allowance <sup>2</sup> (Net Sq. Ft.)
	Professional or Administrative Personnel in Grade GS 16 or Brigadier General and above who require private offices. Command Sergeants Major of positions in P-1 and P-2 Categories.	
P-4	Commanders in Grade O4. Division Heads in Grade GS 13 or Lieutenant Colonel who require private offices. Deputies of positions in P-3 Category who require private offices. Branch Heads in Grades GS/GM 15-13 or Colonel and Lieutenant Colonel who report to Division Heads in Category P-3 and require private offices; comparable positions. Professional and Administrative Personnel in Grade GS 15/14 or Colonel, and below who require private offices. Command Sergeants Major of positions in P-3 Category or above.	150
P-5	Commanders in Grade of O3. Branch Heads in Grade GS 12, Major, and below who require private offices; comparable positions. Professional and Administrative Personnel in Grade GS 13, Lieutenant Colonel, and below who require private offices. Staff Sergeants Major. Unit First Sergeants in Grade E-8.	110

Notes:

<sup>1</sup> Although this table is constructed to reflect rank and duties, it is not to be interpreted that these positions or grades must have private offices. The same square footage allowances apply if open space is determined to meet operational needs.

<sup>2</sup> Private offices that fall below the maximum allowances will not be considered inadequate based solely on square footage. Further, building alterations are not authorized for the primary purpose of achieving the maximum authorized square footage.

**Table D-2**  
**Open Office Space Allowances for Personnel in Army Space**

Space Category	Assignment	Maximum Allowance <sup>1,2</sup> (Net Sq. Ft.)
0-1	Unit Supervisors in Grade GS-9, E-8, WO, O1, or above, who supervise six or more employees.	110
0-2	Professional and administrative personnel in Grade GS-7, E-8, WO, O1, or above. Unit Supervisors in Grade GS-8, E-7, or below, who supervise six or more employees.	100
0-3	Clerical, Stenographic, and all other personnel.	60 <sup>3</sup>

Notes:

<sup>1</sup> Space allowances include sufficient space for furniture and equipment, to include personal computers and terminals, normally associated with the position. In addition, open office space allowances include a circulation or layout factor.

<sup>2</sup> Open office space that falls below the maximum allowances will not be considered inadequate based solely on square footage.

<sup>3</sup> Workstations in this category may be increased up to five net square feet when the workstation requires all three of the following: (1) a standard typewriter; (2) a personal computer or computer terminal unit with; (3) a stand-alone printer.

**Table D-3**  
**Allowances for Unit Equipment and Furniture <sup>1</sup>**

Item	Size (inches)	Allowance <sup>2</sup> (net sq ft)
Bookcase	13 x 33	6
Bookcase, unitized	22 x 18	4
Cabinet, storage, wardrobe	18 x 24	6
Cabinet, storage, wardrobe	18 x 36	9
Cabinet, storage, wardrobe	24 x 36	11
Cabinet, stationary	18 x 36	9
Cabinet, filing (letter size)	15 x 25	6
Cabinet, filing (legal size)	18 x 25	7
Cabinet, filing (safe)	19 x 28	8
Cabinet, filing (map, plan)	36 x 48	20
Cabinet, filing, (map plan)	36 x 60	25
Cabinet, filing (lateral)	18 x 42	11
Chair, side		4 to 6
Chair, lounge		10
Customer (hat tree)		4
Credenza (not part of a workstation)	18 x 66	9
Desk	34 x 60	15
Locker, clothing	18 x 21	5

**Table D-3**  
**Allowances for Unit Equipment and Furniture <sup>1</sup>—Continued**

Item	Size (inches)	Allowance <sup>2</sup> (net sq ft)
Locker, clothing	36 x 21	9
Safe (1-door)	21 x 23	8
Safe (1-door)	27 x 27	10
Safe (2-door)	42 x 36	18
Sofa		30
Stand, dictionary		4
Stand, office machine	18 x 18	3
Stand, office machine	18 x 34	5
Stand, office machine	24 x 36	6
Table	14 x 26	3
Table	24 x 36	6
Table	34 x 45	12
Table	34 x 60	15
Table	36 x 72	18
Valet rack	20 x 30	6



**Table D-3**  
**Allowances for Unit Equipment and Furniture <sup>1</sup>—Continued**

Item	Size (inches)	Allowance <sup>2</sup> (net sq ft)
Valet rack	20 x 51	8

Notes:

<sup>1</sup> The space requirements for items not listed may be calculated from actual measurements plus 50% for circulation or by using the items above as a guide.

<sup>2</sup> Includes a circulation factor.

**Table D-4**  
**Allowances for Special Space**

Item	Allowance								
File areas	An allowance of 6 net square feet will be made per letter file cabinet, and 7 net square feet per legal file cabinet (Table 5-3). This will provide 4-foot aisles where rows of filing cabinets face one another, furnishing ample room for working the files and for normal traffic. A cross aisle of 3 feet should be planned every 25 feet, if the row of files is that long.								
Conference and meeting rooms	<p>There are no established standards for calculating the total net square footage requirements for conference and meeting space for an organization. Consequently, conference and meeting requirements must be carefully tailored to an organization's mission and experience, and then adjusted to take into consideration the availability of building conference and meeting facilities which can be shared. Shared use of conference and meeting facilities is the primary intent of this allowance with exclusive use being the exception. Further, fixed tiered type seating is discouraged because it limits flexibility for alternative use of the space. Based on the number of conferees, the following allowances are made:</p> <table> <tr> <td>Number of persons</td><td>Net square feet</td></tr> <tr> <td>8</td><td>150</td></tr> <tr> <td>Up to 14</td><td>375</td></tr> <tr> <td>Up to 24</td><td>500</td></tr> </table> <p>For larger conference and meeting rooms, with row type seating, an allowance of 150 square feet, plus 10 square feet per person to be seated is authorized.</p>	Number of persons	Net square feet	8	150	Up to 14	375	Up to 24	500
Number of persons	Net square feet								
8	150								
Up to 14	375								
Up to 24	500								
Classrooms and training rooms	<p>Desk/arm chair at 15 net square feet per person.</p> <p>Desk and chair at 30 net square feet per person.</p>								
Reception areas	Reception areas will be allotted on the basis of position and function. Commanders, Heads of Directorates, Offices, Bureaus, Agencies, and comparable positions in Grades O10-O7, SES, and GS/GM 18-16 are authorized reception areas. Transportation and Finance Offices are examples of functions that are authorized reception areas. An allowance of 10 net square feet is authorized based on the average number of visitors who are received for a single appointment.								
Exhibit areas, copier rooms, and mail rooms	Actual measurement of equipment plus a factor of 50% for circulation.								

Miscellaneous To the extent possible, special use space not covered in this regulation shall be established on the basis of specialized standards, such as those for laboratory or computer equipment. Distributors of specialized equipment can provide information on space required to house particular items of equipment.

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## Glossary

### Section I Abbreviations

<b>AC</b> Active Component	<b>DOD</b> Department of Defense	<b>MACOM</b> major Army command
<b>ACTS</b> Army Criteria Tracking System	<b>DEH</b> Director or Directorate of Engineering and Housing	<b>MCA</b> Military Construction, Army
<b>AEI</b> architectural and engineering instructions	<b>DG</b> design guide	<b>MCAR</b> Military Construction, Army Reserve
<b>AFH</b> Army Family Housing	<b>DIS</b> Director or Directorate of Installation Support	<b>MCARNG</b> Military Construction, Army National Guard
<b>AFHC</b> Army family housing construction	<b>DOD</b> Department of Defense	<b>MUSARC</b> Major United States Army Reserve Command
<b>AMC</b> U.S. Army Materiel Command	<b>DU</b> dwelling unit	<b>MTOE</b> modification table of organization and equipment
<b>APF</b> appropriated fund	<b>EO</b> executive order	<b>MWR</b> morale, welfare, recreation
<b>AR</b> Army Regulation	<b>EQ</b> enlisted quarters	<b>NAF</b> nonappropriated funds
<b>ARNG</b> Army National Guard	<b>FCG</b> facility category group	<b>NCR</b> National Capital Region
<b>ASA(IL&amp;E)</b> Assistant Secretary of the Army (Installations, Logistics, and Environment)	<b>FH</b> family housing	<b>NGB</b> National Guard Bureau
<b>ASIP</b> Army Stationing and Installation Plan	<b>FORSCOM</b> Forces Command	<b>NSF</b> net square feet
<b>BOQ</b> bachelor officers quarters	<b>FPMR</b> Federal Property Management Regulation	<b>OCAR</b> Office of the Chief of Army Reserve
<b>CAR</b> Chief, Army Reserve	<b>FM</b> field manual	<b>OACE</b> Office of the Assistant Chief of Engineers
<b>CATCODE</b> category code	<b>FY</b> fiscal year	<b>OCE</b> Office of the Chief of Engineers
<b>CFR</b> Code of Federal Regulations	<b>GSA</b> General Services Administration	<b>OCONUS</b> outside continental United States
<b>CIS</b> capital investment strategy	<b>GSF</b> gross square feet	<b>OMA</b> operation and maintenance, Army
<b>CNGB</b> Chief, National Guard Bureau	<b>HQDA</b> Headquarters, Department of the Army	<b>PAX</b> Programming, Administration, and Execution System
<b>COE</b> Chief of Engineers	<b>HVAC</b> heating, ventilation, and air-conditioning	<b>PBG</b> program and budget guidance
<b>CONUS</b> continental United States	<b>HSC</b> U.S. Army Health Services Command	<b>PBS</b> production base support
<b>CONUSA</b> Continental United States Army	<b>ICARPUS</b> Installation Commander Annual Real Property Utilization Survey	<b>PL</b> public law
<b>DA</b> Department of the Army	<b>IFS</b> Integrated Facilities System	<b>RC</b> Reserve Components
<b>DMMC</b> Defense Medical Military Construction	<b>INSCOM</b> U.S. Army Intelligence and Security Command	<b>RPF</b> real property facility
	<b>IARCN</b> Interagency Reports Control Number	<b>RPI</b> real property inventory

**RPMP**

real property master plan

**SES**

senior executive service

**SF**

square feet

**SF**

standard form

**TC**

training circular

**TDA**

table of distribution and allowance

**TM**

technical manual

**TO&E**

table of organization and equipment

**TPU**

troop program unit

**UEPH**

unaccompanied enlisted personnel housing

**UIC**

unit identification code

**UOPH**

unaccompanied officer personnel housing

**UPH**

unaccompanied personnel housing

**USACE**

U.S. Army Corps of Engineers

**USAEHSC**

U.S. Army Engineering and Housing Support Center

**USARPAC**

U.S. Army Pacific

**USAISC**

U.S. Army Information Systems Command

**USARC**

U.S. Army Reserve Command

**USAR**

U.S. Army Reserve

**USAREUR**

U.S. Army, Europe

**USC**

United States Code

**USPFO**

United States Property and Fiscal Officer

## Section II Terms

**Adequate UPH**

- a. Government-controlled housing that

meets or exceeds minimum adequacy standards set forth in AR 210–50 paragraph 4–4.

- b. Privately-owned rental housing that meets or exceeds minimum adequacy standards set forth in AR 210–50, paragraph 4–5.

**Administrative space**

Federally-controlled space in facilities and structures (permanent, semipermanent, or temporary) that provides an acceptable environment for the performance of agency administrative mission requirements by employees or by other persons occupying it. It is further classified as office space, storage space, or special space.

**Army-controlled**

All land, facilities, and space owned, leased, assigned to, permitted to, or regulated by the Army. This includes public domain lands withdrawn for Army use.

**Army Stationing and Installation Plan**

An official document that gives the projected force structure at installation level for planning and programming real properties required to support personnel and activities (Army and other Services).

**Allocated personnel**

- a. The bulk of Active Army military and civilian personnel spaces by identity and category contained in the HQDA Program Budget Guidance (PBG) to MACOM and separate agencies. The term also may be used to describe the spaces suballocated by MACOMs and sub-MACOMs to subordinate echelons.

- b. The number of officer, warrant officer, and enlisted personnel that a USAR Troop Program Unit (TPU) may have assigned in a paid drill status as prescribed by the CAR.

- c. The number of officer, warrant officer, and enlisted personnel that an ARNG TPU may have assigned in a paid drill status as prescribed by the CNGB.

**Authorized personnel**

That portion of required personnel that—

- a. Can be supported by allocated personnel.
- b. Is reflected in the authorized columns of current or projected authorization documents.

**Automatic data processing areas**

Areas having special features such as humidity and temperature control, raised flooring, and special wiring. It includes— computer rooms, telecommunication and office automation facilities, support areas (with special flooring and wiring), and tape vaults.

**Buffer zones**

An area required to be left vacant for safety or zoning reasons. Although vacant, it is considered fully used.

**Capital Investment Strategy (CIS)**

One of four components (long range, capital

investment strategy, short range, mobilization) of the Real Property Master Plan described in detail in AR 210–20. The capital investment strategy is the installation commander's overall plan for investing in real property to achieve the objectives of the Army Long Range Facility Plan. It summarizes the status of real property support for installation missions, including tenant missions, and it links the real property inadequacies and shortfalls described in the Long Range Component to the projects listed in the Short Range Component. When totally achieved, the CIS revitalizes and develops an installation into an Army Community of Excellence.

**Category code**

Facility or land classification found in AR 415–28.

**Conference and training areas**

Areas used for conferences, training, and hearings with special equipment and may have supplemental heating, ventilation, and air-conditioning (HVAC) including— conference rooms, hearing rooms, training rooms, exhibit areas and small courtrooms (no structural changes).

**Construction**

- a. The erection, installation, or assembly of a new facility.

- b. The acquisition, expansion, extension, alteration, conversion, or replacement of an existing facility.

- c. The relocation of a facility from one installation to another.

- d. Installed equipment made a part of the facility, related site preparation, excavation, filling, landscaping, or other land improvements.

**Conversion**

- a. *Structural* the work required to adjust interior arrangements or other physical features of an existing facility so that it may be used for a new function, including installed equipment made a part of the existing facility.

- b. *Utilization* permanent change in use from existing facility category code to another facility category code.

**District Engineer**

Functions as the operating arm of a Division Engineer, and is responsible for supervision of major construction programs for multiple projects within an assigned geographical area.

**Diversion**

A temporary change in the use of a facility not to exceed 36 months. Diversion requires a real property inventory record annotation of the applicable temporary facility construction category code (AR 415–28).

**Division Engineer**

One of several Division Engineers, US Army

Corps of Engineers, who supervise the activities of certain District Engineers and are the intervening management level between the Commander, US Army Corps of Engineers and District Engineers (e.g., US Army Engineer Division, North Atlantic).

#### **Dwelling Unit**

The real property space used by one family; for an extended definition see AR 210–50.

#### **Effectiveness**

Use of land or facilities for their best and most suitable use.

#### **Efficiency**

Actual rate of use of land or facilities relative to the maximum possible. Rates may be expressed in a variety of units of measure, depending on type of facility or method for determining maximum possible use.

#### **Excessing**

(Noun) The process of determining the real property is not needed by the Army. (Verb) Reporting excess real property to the disposal agency for disposal.

#### **Excess real property**

Any real property under the control of any Federal agency that is not needed for the discharge of agency responsibilities.

#### **Facility**

A facility in this regulation is a real property facility (RPF). An RPF is a separate and individual building, structure, utility system, tract of land, or other real property improvement. A facility includes the occupiable space it contains.

#### **Facility Category Group (FCG)**

An aggregation of one or more real property assets that have like functional purpose and the same unit of measure. Each FCG is defined by the makeup of category codes it contains.

#### **Foreign**

All areas outside the United States.

#### **Food service areas**

Space in buildings devoted to the preparation and dispensing of foodstuffs including: cafeterias (kitchens, related storage and service areas), snack bars and mechanical vending areas.

#### **General purpose space**

Space that is determined by GSA to be suitable for the general use of agencies. General purpose space is categorized by GSA as office, storage, or special. It is synonymous with the term, administrative space. The physical characteristics are the basis for determining the proper space category.

#### **General storage areas**

Storage in administrative facilities including: basements, attics, closets (not finished to office standards), supply rooms (not finished to

office standards) and storerooms (not finished to office standards).

#### **Gross square footage**

All floor area (including all openings in floor slabs) measured to the outer surface of exterior or enclosing walls. It includes full areas of all basements, on-grade and above grade floors, service and equipment rooms, boiler plant and heater rooms, mezzanines, penthouses, halls, vestibules, stairwells, enclosed passages and walks, finished usable space with sloping ceilings (such as attic space) having 7 feet or more headroom, and appended covered shipping or receiving platforms at truck or railroad car height. Also included in gross floor area, but calculated on one-half of actual floor area, are covered open porches, passages and walks, with appended uncovered receiving and shipping platforms at truck or railroad car height.

#### **Improvement**

Alteration, conversions, modernization, renewals, additions, expansions, and extensions that are for the purpose of enhancing rather than repairing a facility or system associated with Army real property.

#### **Inside parking areas**

Garage space that is used for the parking of motor vehicles including—garages, parking areas and motor pool parking areas.

#### **Installation**

An aggregation of contiguous or near contiguous, common mission-supporting real property holdings under the jurisdiction of the Department of Defense or a state, the District of Columbia, territory, commonwealth, or possession, controlled by and at which an Army unit or activity (Active, USAR, or ARNG) is permanently assigned.

#### **Installation commander**

Commanding officer of an installation or subinstallation. The commander of a military MTOE or TDA unit or activity who does not otherwise have responsibility for land, buildings, and fixed improvements is *not* an installation commander. In overseas areas the term “installation commander” is synonymous with the term “community commander”.

#### **Joint-use space**

Occupiable space (such as cafeterias, conference rooms, credit unions, and snack bars) that is available for common use by personnel of any Federal agency.

#### **Laboratory and clinic areas**

Space containing built-in equipment and utilities required for the qualitative or quantitative analysis of matter, experimentation, the processing of materials, and or the physical welfare of employees or the public including: wet, clean and photographic laboratories, clinics, health units and rooms (with special

equipment), evidence room, and polygraph rooms.

#### **Layup**

To preserve government property so that it will require a minimum of maintenance during an inactive period in accordance with AR 210–17. The term mothball is often used synonymously with the term layup.

#### **Light industrial areas**

Areas that provide for light industrial functions not normally directly associated with office space and attendant storage requirements including: records storage (with humidity control), storage type space (with air-conditioning), printing plants, product classifying laboratories, motor pool service areas, swing rooms, locker rooms, mailing vestibules and platforms, and lock box lobbies, shops other than base operations, loading docks and shipping platforms and canopy areas.

#### **Major Army command (MACOM)**

For purposes of this regulation, MACOMs are as follows—

Eighth U.S. Army (EUSA)  
Forces Command (FORSCOM)  
Military Traffic Management Command (MTMC)  
U.S. Army Corps of Engineers (USACE)  
U.S. Army Europe and Seventh Army (USAREUR)  
U.S. Army Health Services Command (HSC)  
U.S. Army Information Systems Command (ISC)  
U.S. Army Intelligence and Security Command (INSCOM)  
U.S. Army Materiel Command (AMC)  
U.S. Army Military District of Washington (MDW)  
U.S. Army Pacific (USARPAC)  
U.S. Army Reserve Command (USARC)  
U.S. Army South (USARSO)  
U.S. Army Special Operations Command (USASOC)  
U.S. Army Training and Doctrine Command (TRADOC)  
U.S. Military Academy (USMA)

#### **Net square footage**

That area defined as gross square footage, less space occupied by outside walls, interior partitions, stair towers, elevator shafts and machinery, toilets, telephone and communications closets, basement and attic space unsuitable for use, permanent hallways and corridors, and rooms (mechanical) housing machinery or equipment for heating, ventilating or air conditioning, and for furnishing light, power, and water supply for the building.

#### **Not being put to optimum use**

An entire property or portion thereof, with or without improvements, that

a. Even though used for current program

purposes of the accountable executive agency, is of such nature or value, or is in such a location that it could be used for a different, significantly higher and better purpose.

b. The costs of occupying are substantially higher than would be applicable for other suitable properties that could be made available to the accountable executive agency through transfer, purchase, or lease with total net savings to the Government after consideration of property values as well as costs of moving, occupancy, efficiency of operations, environmental effects, regional planning, and employee morale.

#### **Not utilized**

An entire property or portion thereof, with or without improvements, not occupied for current program purposes of the accountable executive agency, or occupied in caretaker status only.

#### **Occupiable area**

The portion of the area that is available for use by personnel or furnishings. Occupiable area does not include space in the building that is devoted to its operations and maintenance, including craft shops, gear rooms, and building supply, storage, and issue rooms. Ceiling-high corridors solely serving a single space assignment are occupiable. Occupiable area is computed by measuring from the occupant's side of ceiling-high corridor partitions or partitions enclosing mechanical, toilet, and or custodial space to the inside finish of permanent exterior building walls or to the face of the convector if the convector (e.g., ventilation duct, radiator, heating pipe, etc.) occupies at least 50 percent of the length of the exterior wall. When computing occupiable areas separated by partitions, measurements are taken from the center line of the partitions.

#### **Office space**

This space, which is a component of administrative space, provides an environment suitable in its present state for an office operation with the major functional area being a workstation.

#### **Outgrants**

Government property granted to others for temporary use to include leases (outleases), easements, licenses, and permits.

#### **Real property facility (RPF)**

A separate and individual building, structure, utility system, or other real property improvement identifiable in the CATCODES listed in AR 415-28.

#### **Real property records**

Real property records consist of DD Form 1354 (Transfer and Acceptance of Military Real Property), DA Form 2877 (Real Property Record Card), and an engineering data file consisting of maps, plans and specifications that relate to real property.

#### **Space**

An area or volume of a building, facility, or land incidental to the use thereof, that is under the custody and control of a Federal agency.

#### **Special space**

This space, which is a component of administrative space, has unique architectural features, requires the installation of special equipment, and is not sized based on normal administrative personnel and equipment requirements. It is space that is required for special functions within the general construct of administrative space (e.g., laboratory and clinic areas, food service areas, structurally changed areas, automatic data processing areas, conference and training areas, light industrial areas; see inclusive definitions within glossary.)

#### **Storage space**

This space, which is a component of administrative space, generally consisting of concrete, wood block, or unfinished floors, bare block or brick interior walls, unfinished ceilings, and similar construction containing minimal lighting and heating. It includes attics, basements, sheds, parking structures, and other unimproved building areas. Storage space will be classified under subparts of general storage areas and inside parking areas.

#### **Structurally changed areas**

Areas having architectural features differing from normal office or storage areas, such as sloped floors, high ceilings, and increased floor loading including— auditoriums, gymnasiums, libraries (with special stacks and floor loading), target ranges, security vaults, courtrooms, U.S. Postal Service workrooms and arms rooms.

#### **Substandard UPH (not upgradable)**

All temporary UPH and that permanent UPH that does not meet minimum adequacy standards as set forth in AR 210-50, paragraph 4-4, and cannot be upgraded to these standards for 75 percent or less of the cost of new construction for a facility of equal capacity to include converted space.

#### **Substandard UPH (upgradable)**

Permanent UPH that does not meet minimum adequacy standards as set forth in paragraph 4-4, AR 210-50, but can be upgraded to these standards for 75 percent or less of the cost of new construction for a facility of equal capacity to include converted space.

#### **Unaccompanied personnel housing (UPH)**

Housing used to house personnel not residing with family members. UPH includes—

a. Unaccompanied enlisted personnel housing (UEPH), also called enlisted quarters (EQ)/senior enlisted quarters (SEQ), and formerly known as bachelor enlisted quarters

(BEQ)/senior enlisted bachelor quarters (SEBQ).

b. Unaccompanied officer personnel housing (UOPH), also called officer quarters (OQ)/senior officer quarters (SOQ), and formerly known as bachelor officer quarters (BOQ).

c. Barracks, dormitories, and transient UPH.

d. May include privately-leased housing.

#### **Under control of the commander**

All real property listed on the Real Property Inventory (RPI) of an installation commander.

#### **Underutilized**

An entire property or portion thereof, with or without improvements, that is used—

a. Only at irregular periods or intermittently by the accountable executive agency for current program purposes of that agency.

b. For current program purposes that can be satisfied with only a portion of the property.

#### **Vacant space**

Space that is—

a. Not currently occupied or used to perform an agency's mission, but is retained for future use.

b. In a condition presently suitable for occupancy, or can be made suitable at minimum expense.

c. Of a character and in a geographical location such that it would be suitable for use by a Federal agency other than the agency that presently controls it.

#### **Workspace**

Federally-controlled space in facilities and structures (permanent, semipermanent, or temporary) that provides an acceptable environment for the performance of agency mission requirements by employees or by other persons occupying it. It is further classified as office space, storage space, or special space.

#### **Workstation**

A location within an office space assignment that provides a working area for one or more persons during a single 8-hour shift. The number of workstations in an office space assignment is the number of such locations that must be provided to support the maximum number of authorized personnel housed in that office space during any 8-hour shift. In general, the number of workstations in an office space assignment should not exceed the number of authorized personnel housed in that assignment. Agencies that require more workstations than personnel must attach a justification for this requirement to their work space management plans.

### **Section III**

#### **Special Abbreviations and Terms**

This section contains no entries

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